LICENSE APPLICATION ANALYST

General Statement of Duties

Performs administrative, coordinative and evaluative duties with the Education and Licensing Division for the Real Estate Commission.

Distinguishing Features of the Class

An employee in this class is responsible for reviewing, assembling information and recommending action on real estate license applications where the character of the license applicant is in question. Sound judgement, initiative, work planning, and organizational and analytical skills are needed to effectively perform the work. Work is performed under the general supervision of the Education and Licensing Officer and is evaluated through conferences, overall efficiency, adequacy and soundness of decisions and recommendations, and feedback from license applicants.

Duties and Responsibilities

Essential Duties and Tasks

Coordinates the review of individual and firm license applications with character issues; obtains additional required information relating to criminal convictions, liens, and disciplinary actions by occupational licensing boards; contacts applicants and other sources such as county clerks, State Bar, other state licensing agencies, etc, to obtain background information; approves licensing in accordance with Commission approval guidelines; drafts summary of character issues for applications going before the Executive Director or the Commission; presents applicants and issues to the Commission's character conference panels; poses questions during character conferences as deemed appropriate; handles correspondence following Commission meetings to provide information on the decision of the full Commission; and responds to inquiries regarding license application requirements pertaining to character issues.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of criminal offenses and court system; ability to analyze credit reports, official court records and other documents relating to criminal charges and convictions.

Demonstrated excellent organizational and administrative skills, including ability to organize and perform detailed work accurately and efficiently.

Demonstrated superior writing skills and oral communication skills.

Skilled in report writing and communicating effectively both orally and in writing.

Ability to identify, obtain, comprehend and report in a clear and succinct manner information necessary and sufficient to evaluate the character of applicants for real estate licenses.

Ability to establish and maintain effective working relationships with superiors, peers and subordinates, as well as with licensees, the general public, and the Real Estate Commission.

Ability to interpret and explain policies relating to the character of applicants for real estate licenses, and to exercise good judgement in the application of such policies.

Basic typing and computer skills.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing and repetitive motion.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and reports, to read extensively and to operate a computer.

Desirable Education and Experience

Graduation from an accredited college or university; or an equivalent combination of education and experience. Law enforcement or criminal justice experience preferred but familiarity with criminal reports, credit reports and court documents a minimum.